The Uniform Resource Locator (URL) for the DOE Stores Online is:
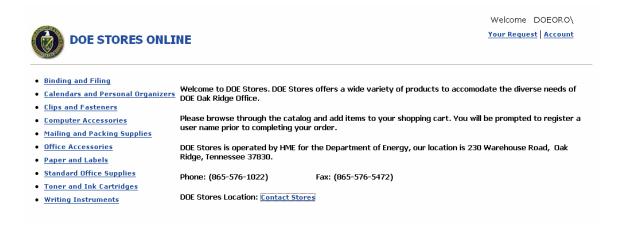http://www-internal.oro.doe.gov/StoresOnline/Default.aspx.

SETTING UP AN ACCOUNT

The first time you use the Stores Online, you must complete a one-time sign in process by clicking on "sign in" on the upper right corner of the initial screen.

If your account registration information ever changes (move, reassignment, name change, etc.), click "contact stores" on the bottom line of the home page and type "account change" in the subject line and provide the details in the "specific descriptions/comments" box. The change will be made at Stores, and you will be notified that the account is updated.

The Uniform Resource Locator (URL) for the DOE Stores Online is:
http://www-internal.oro.doe.gov/StoresOnline/Default.aspx
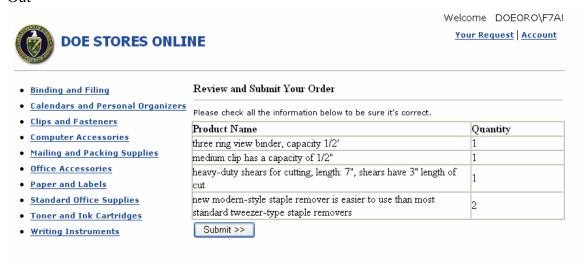
SUBMITTING AN ORDER

STEP 1 - Click on the appropriate category link:
- Binding and Filing
- Calendars and Personal Organizers
- Clips and Fasteners
- Computer Accessories
- Mailing and Packing Supplies
- Office Accessories
- Paper and Labels
- Standard Office Supplies
- Toner and Ink Cartridges
- Writing Instruments

STEP 2 - Review the list and click "Add" next to the supply desired.

STEP 3 - On the next screen enter the quantity and click "Update"

Repeat Steps 1, 2 and 3 until all items are listed on Your Request, then click on "Check Out"

Review the order
       If correct, click "Submit"
       If in error, click "Back" on your browser and correct.

You will get an e-mail confirming your order with a list of all items and your Order Number.